Job Posting

Library Manager

Date Posted: January 9, 2020
Posting End Date: Until Filled

Cisco College is accepting applications for the position of Library Manager. The position will be based at the Abilene Education Center Library in Abilene, Texas. The position will support and manage the libraries in Abilene and in Cisco, requiring travel between Cisco and Abilene several times a week. The Library Manager will supervise the Library staff and student assistants, as well as maintain the electronic resources. The position is a full-time, 12-month position with benefits. Resume packages will be received until the position is filled and will be received via mail, fax, and email, but email is preferred. Please scroll down to view complete Job Description for the position.

CISCO COLLEGE offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with $5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

Please note: A complete resume package must include a cover letter, completed and signed Cisco College Application (available on the “Employment” Page of our website at www.cisco.edu), resume, and unofficial copy of transcripts. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed. Thank you!

Please submit your resume package to:

Shelli Garrett
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
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Cisco College is an Equal Opportunity Employer
Cisco College
Professional Position Description

Job Title: Library Manager / Electronic Resources Librarian

Reports to: Director of Library Services

Job Summary

The primary responsibility of the Library Manager/Electronic Resources Librarian is to develop, maintain, select, and complete analysis usage stats of the library databases, webpage, electronic reserves and intranet site; to manage the Abilene Educational Center Library staff, provide bibliographic instruction at both campuses and develop and implement library public services. The AEC Library encompasses a Reference Room of approximately 3000 print volumes with an Information/Reference Desk and a computer lab with PCs for use in bibliographic instruction classes and online research. The Librarian will be asked to work a flexible schedule that may include some evenings and weekends. The Librarian will also split time between the Abilene and Cisco campuses as needed.

The Library Manager will be expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed. Additionally, CC employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All CC employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

Primary Duties

1. Communicate with the Director of Library Services and others on issues relative to the library services.
2. Develop, maintain, analyze, and control the selection of databases for the college.
3. Develop and maintain the college library website and intranet site in co-operation with the Director of Library Services, Informational Technologies and CC Marketing staff.
4. Develop and teach library skills classes both on campus and at dual education sites as requested.
5. Provide integrated online and traditional reference services for faculty, staff and students.
6. Train and supervise the AEC Library employees.
7. Maintain the integrity and confidentiality of library databases and records.
8. Conduct annual surveys of faculty and students to evaluate library services.
9. Assist the Director of Library Services in creating and evaluating library policy and procedures.
10. Contribute to the current practice of professional librarianship through participation in professional development and training opportunities as a representative of Cisco College.
11. Actively seek out and apply for library grants as directed.
12. Design, promote, and lead a Summer Reading program each year.
13. Support the mission of the College by serving on College committees, attending faculty meetings, and submitting all required paperwork in a timely manner.
14. Participate actively in the College’s Institutional Effectiveness and Assessment of Student Learning Programs to develop a more effective learning environment for CC students.
15. Cooperate and maintain professional working relationships with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.
16. Communicate clearly and effectively using the college network system, including e-mail, Internet and Intranet.
17. Represent the College in a professional manner to all constituencies and the general public.
18. General Circulation Duties as required.
19. Maintenance of the automated library software system.
20. Assist the Library Director with the creation, assessment, and division of the annual budget.
21. Perform other related duties as assigned by the Director of Library Services and the College Administration.

**Direct Supervision**

1. Abilene Library Staff (full-time, part-time, and student assistants).
2. Cisco Library Staff in the absence of the Director of Library Services.

**Minimum Qualifications**

1. Master of Library Science degree from an ALA-accredited institution.
2. Proficiency in library computer applications, HTML and online research.
3. Well-developed reference skills.
4. Effective verbal and written communication skills.

**Preferred Additional Qualifications**

1. Experience in community college or academic library.
2. Active participation in relevant professional activities and organizations.

Updated: January 6, 2020